



**Durham Irrigation District Board of Directors
Board Meeting
September 20, 2022 - 5:30 PM
MINUTES**

Board of Directors:

District Staff:

Matt Doyle, Chair	PRESENT		
Raymond Cooper, Director	PRESENT		
Kevin Phillips, Director	PRESENT	Jeff Carter, District Counsel	PRESENT
		Mark Adams, District Engineer	PRESENT
		Mike Butler, Water Operator	PRESENT
		Jeannie Trizzino, Admin. Assistant	PRESENT

1 CALL TO ORDER

- 1.1 Meeting was called to order by Chair Doyle at 5:34 pm
- 1.2 Introduction of Guests – NONE

2 PUBLIC COMMENT – NONE

3 PRESENTATIONS – NONE

4 CONSENT AGENDA

- 4.1 Monthly Financial Report for August 2022, including:
 - 4.1.1 Balance Sheet
 - 4.1.2 Profit & Loss Statement
 - 4.1.3 Previous Year Comparison
 - 4.1.4 General Ledger
 - 4.1.5 Board Recap, Water Sales and AR Aging Report
- 4.2 Approval of the Warrant Sheet from August 16, 2022 to September 19, 2022, including payments, deposits, and transaction adjustments.
- 4.3 Approval of the minutes for the August 16, 2022 and March 15, 2022 Board Meetings.

Action Requested: *That the Board approve the Consent Agenda.*

Board Discussion: *None.*

Public Comment: *None.*

Action Taken: *On a motion made by Phillips and seconded by Cooper, the Board approved the consent agenda.*

Vote results *Ayes carried.*

Ayes: *Cooper, Doyle, Phillips*

Noes:

Abstained:

Absent:

5 REGULAR AGENDA

- 5.1 Items Removed from Consent Agenda

6 CORRESPONDENCE

All Items Informational/Possible Action/Direction

6.1 NONE

7 WATER OPERATIONS BUSINESS

7.1 Ongoing/New Business
All Items Informational/Possible Action/Direction

7.1.1 Replace fence behind Library site

Discussion: *Director Phillips requested that this matter be tabled to October 2022 board meeting.*

7.2 Review of Water Operator Log for August 2022 (Operator Mike Butler)

Discussion: *Review of August repairs. California Rural Water Association leak detection survey of revealed no leaks in the three steel lines that were inspected. Water operator will install transducer-type flow meters on several connections to test remote read options. Water operator will continue to transmit system information to District Engineer to update as-built drawings.*

7.3 Monthly Work Order Status Report through September 15, 2022

8 GENERAL BUSINESS

8.1 District Activities and Status Report from District Engineer.
(All Items Informational/Possible Action/Direction)

8.1.1 Status Updates and Activities Not Requiring Board Action

8.1.1.1 Project Update: Bid Package for the Brown/Faber Alley Main Line Replacement Project.

Discussion: *District Engineer is looking carefully at the Brown Faber Alley repairs to develop a phased project. Water Operator commented that he is looking into "jumper-style" connections to minimize service disruption to customers. Director Phillips suggested that Water Operator check with Paradise Irrigation District for materials.*

8.1.1.2 Capital Improvement Plan - Projects and Cost Estimates and set CIP Planning Meeting dates to review identified projects, timeline for implementation, and financial opportunities and constraints.

Action Requested: *That the CIP Development and Funding Services Proposal from Luhdorff & Scalamanini Consulting Engineers (LSCE) dated September 9, 2022 be signed by Chair Doyle after legal review, and authorizing District expenditures up to and not to exceed \$15,000.*

Board Discussion: *District Engineer continues updates to CIP and prioritize projects both to justify potential DID rate increase and for review by LSCE. He notes that tentative Phase I work would address nearly all of the leaks that have required shut offs in the last 2-3 years. Discussion of LSCE proposal for funding assistance, both grant funding and low-/no-interest loans and guidance on project selection. District Counsel comments that communication with local elected officials will assist with grant award. District Engineer suggests that after contract is signed, LSCE meet with District's Management Committee to review CIP list for priorities, possibly for draft CIP by October board meeting. Director Doyle is in favor of engaging LSCE so that DID can evaluate funding options to start work on CIP projects. District Engineer will also include well assessments as part of CIP.*

- Public Comment:** None.
- Action Taken:** On a motion made by Phillips to approve the LSCE proposal and seconded by Doyle, the Board approved the motion.
- Vote results** Ayes carried.
- Ayes:** Cooper, Doyle, Phillips
- Noes:**
- Abstained:**
- Absent:**
- 8.1.1.3 Policy: Sealed Meters
Discussion: Director Phillips will provide draft meter policy and include the specific instance of stand-by connections.
- 8.1.1.4 Policy: Homeowner incursion of District easement, specifically owner responsibility for damage caused to pipeline caused by trees
Discussion: District Counsel comments that the District's easement policy should be expansive and include fences, mailboxes, concrete slabs, etc. Director Phillips will provide draft easement policy.
- 8.1.1.5 Annual Audit 2020. Review status of audit activities.
- 8.1.2 Project Update: USBR Grant and Lead Service Laterals Replacement Projects and Timeline.
Action Requested: Update from District Engineer and staff on status of grant.
Discussion: District Engineer recapped that Step 1 of the USBR WaterSmart grant Project is to get real-time flow and depth monitoring on the District's production wells as background data and concurrently determine which flat rate connections will be metered, likely in Q2 2022 (late spring, early summer), then monitor for changes in flow and depth measurements that might result. District Engineer emphasizes that District must adopt policies relating to meters, cost of meter and installation, and billing changes prior to installation of meters. Additionally, staff has prepared USBR 2021 Annual Grant Report for signature by Director.
- 8.1.3 Easement Agreement between DID and DUSD for connections along east side of Durham Dayton Highway.
Action Requested: Status update from District Counsel or District Engineer on draft letter agreement.
Discussion: District Counsel suggests that all is needed is a grant of easement from DUSD to DID. Chair Doyle notes that the area is quite overgrown. District Engineer will review easement site for access issues and clarifies that this is also an encroachment issue.
- 8.1.4 Biennial Conflict of Interest Update
Action Requested: Update from Counsel on 2022 Local Agency Biennial Notice regarding District's Conflict of Interest Policy.
Deadline to reply to County Counsel is August 1, 2022.
Discussion: District Counsel comments that the District's current conflict of interest policy is compliant with current state Conflict of Interest code. District Chair can sign off on County's review request and staff can return to County Counsel. No new District resolution on the matter is needed.

8.2 Development Projects. Review status of development projects' activities.

8.2.1 Butte County Farm Bureau Project – 9412 Jones Avenue

Discussion: *District staff sent signed will serve letter to Butte County Farm Bureau on September 7, 2022.*

8.3 Sierra Water Utility Contract renewal

Action Requested: *That the Board approve the Sierra Water Utility Contract with multi-year renewal.*

Board Discussion: *District Counsel prepared a revised contract for signature by Chair Doyle; directors reviewed and approved three-year contact without further changes.*

Action Taken: *On a motion made by Phillips to approve the Sierra Water Utility Operations Services Agreement for services through April 30, 2025 which was seconded by Doyle, the Board approved the motion. Chair Doyle to sign.*

Vote results *Ayes carried.*

Ayes: *Cooper, Doyle, Phillips*

Noes:

Abstained:

Absent:

8.4 Annual Audit RFP status

Discussion: *District Staff expecting audit proposal from Horton McNulty and Saeturn LLP.*

8.5 Memorandum to Board

8.5.1 Regarding Acct 684 – 2469 Tracy Ranch Road.

Discussion: *Tabled to October 2022 board meeting to allow for finalization of District water policy. Staff to update customer.*

8.6 Options for general management of the District, including, but not limited to, potential General Manager replacement and advertisement.

Discussion: *District Engineer will provide a proposal for discussion at October 2022 Board meeting. Director Cooper cautions budget risk for District assuming additional expenses.*

8.7 Update on Accounts Receivable Status.

Discussion: *District staff reports that no lien list was presented to the county, so no liens were applied to District accounts.*

8.8 Drought Planning for Small Water Suppliers and Rural Communities required under SB 552. Under SB552 small water suppliers are required to (1) have an abridged water shortage contingency plan, (2) annually report their water supply conditions and use, and (3) possibly upgrade their infrastructure to drought-resilient standards.

NOTE: The initial deadlines for small water suppliers are:

--Detect Production Well Groundwater Levels – 1/1/2023

--Be a member of a mutual aid organization – 1/1/2023 - CalWarn --

<https://www.calwarn.org/>

Discussion: *District Counsel reports that small water systems with >1000 connections will be required to comply with extensive SB552 requirements. However, small water systems with <1000 connection will only be required to update its emergency notification and response plan by developing and adding a drought planning element. Upon revision, the emergency notification and response plan must be submitted to the State Water Resources and Control*

Board (SWRCB). Plan to adopt Resolution to become a member of CalWARN at October board meeting.

8.9 Policy and Procedure Manual Updates.

8.9.1 Chapter 1 – Introduction

8.9.2 Chapter 6 – Water Service

Discussion:

Director Phillips will review draft water service policies and noted that the District will no longer use the ‘chapter’ terminology. Await input from District Counsel on Water Services policy. Director Phillips shared his thoughts on adopting a highly restrictive domestic well policy for those customers who wished to have a well installed on their parcel. Directors and District Engineer agreed that water service policy should generally state that no new wells would be approved on parcels within the District boundary currently receiving water service from the District.

8.10 Consideration of Resolution 2022-09 authorizing Durham Irrigation District to enter into the joint exercise of powers agreement relating to the California CLASS and to invest in shares of the California CLASS and related matters.

Action Requested:

That the Board consider and approve Resolution 2022-09 authorizing Durham Irrigation District to enter into the joint exercise of powers agreement relating to the California CLASS and to invest in shares of the California CLASS and related matters.

Board Discussion:

Director Phillips summarized this banking/investment that was supported by California League of Cities as an additional interest-bearing account for the District.

Action Taken:

On a motion to approve made by Cooper and seconded by Phillips, the Board approved Resolution 2022-09 authorizing Durham Irrigation District to enter into the joint exercise of powers agreement relating to the California CLASS and to invest in shares of the California CLASS and related matters.

Vote results

Ayes carried.

Ayes:

Cooper, Doyle, Phillips

Noes:

Abstained:

Absent:

9 ATTORNEY REPORT

9.1 Updates from Legal Counsel not discussed under other Agenda Items
See Closed Session Item 12.1.

9.2 Updates on 2022 Ballot Measure

Discussion:

District Counsel will follow up via email after meeting.

9.3 Update on Elections Division Notice of Offices to Be Filled

Discussion:

District Counsel will follow up via email after meeting.

Public Comment:

None.

9.4 Updates on Vina GSA Fee allocation

Discussion:

District Counsel reports that the Vina GSA Management Committee continues to discuss fee allocation. District Counsel continues to emphasize that the District is a minor actor in the Vina GSA and cannot participate financially in

the same way as Butte County and the City of Chico. Director Cooper comments that Vina GSA is working toward becoming self-funded.

10 VINA GSA

(All Items Informational/Possible Action/Direction)

See Vina GSA Calendar online here: <https://www.vinagsa.org/calendar>

- 10.1 Vina GSA SHAC Meetings
- 10.2 Vina GSA Board Meetings
- 10.3 Vina GSA/RCRD GSA Board Meetings

11 DIRECTORS' COMMENTS:

Opportunity for Board comments on items not listed on the Agenda.

Discussion: *Director Doyle noted that it was nice to be meeting in person again.*

12 CLOSED SESSION – if needed

- 12.1 Conference with counsel on litigation in the matter of *AquAlliance, et al. v. Vina GSA, et al.*
- 12.2 Consideration of Employment Agreement – Jeannie Trizzino. Pursuant to Government Code Section [54957\(b\)\(1\)](#)
Title: Administrative Assistant
- 12.3 OPEN SESSION CONTINUED – Consideration and Possible Approval of Employment Agreement – Jeannie Trizzino
Action Requested: Approve employment agreement for Jeannie Trizzino.

13 ADJOURNMENT

Meeting adjourned at 6:57 p.m.

Adjourn to the next Regular Board Meeting, October 18, 2022.